Gateway Area Development District
Special Session Board of Directors' Meeting
December 16, 2025 | 1:30 PM
110 Lake Park Drive | Morehead, Kentucky 40351

Meeting Minutes

1. INVOCATION AND PLEDGE OF ALLEGIANCE

Chairman Al Botts gave the invocation. Board members, staff, and guests in attendance joined Chairman Botts in the Pledge of Allegiance.

2. CALL TO ORDER

The meeting was called to order by Chairman Botts.

3. ROLL CALL

Judge Forrest McKenzie, Secretary, called the roll and a quorum was declared. The following Board members were in attendance:

Bath County Members	Menifee County Members	Montgomery County Members
☒ Judge Forrest McKenzie	☐ Judge Hector Alcala	☒ Judge Chris Haddix
☒ Mayor Gary Hunt	☒ Mayor Stacy Smallwood	☒ Mayor Al Botts
☒ Ms. Jacky Watson	☒ Ms. Phyllis Lawson	☐ Ms. Taunya Jones
Morgan County Members	**Rowan County**	**Regional**
☒ Judge Jim Gazay	☒ Judge Harry Clark	☒ Mr. Quentin Murphy
☐ Mayor Kyle Risner	☐ Mayor Laura White-Brown	
☒ Ms. Regina Thomas	☐ Mr. Bill Redwine	

4. CONSIDERATION OF MEETING MINUTES

a. The October 28, 2025, Board of Directors' Meeting Minutes were presented for consideration. Judge Jim Gazay moved, and Judge Harry Clark seconded that the minutes be approved as presented. Motion carried.

5. FINANCIAL MATTERS

a. November 2025 Finance Report – The November 2025 Finance Report was presented to the Board, and Ms. Diann Donaldson detailed the document. No questions or concerns were addressed. Judge McKenzie moved to accept the Finance Report as presented, with a second by Mayor Gary Hunt. Motion carried.

b. November 2025 Fundraising Account Report – Ms. Donaldson presented the November 2025 Fundraising Account Report. Ms. Donaldson noted the large amount of funds donated to the Montgomery County Senior Center for exercise and gaming equipment. No questions or concerns were addressed. Judge Chris Haddix made a motion to approve the report as presented. Judge Gazay seconded. Motion carried.

c. Fiscal Year 2025 Audit Presentation – Due to a scheduling issue, Ms. Lori Dearfield, with Kelley Galloway Smith Goolsby, PSC, presented the Fiscal Year 2025 audit to the Board prior to the November 2025 Finance Report. Ms. Dearfield provided the Board with a hardcopy of the audit and detailed a PowerPoint presentation containing the highlights of the audit. Ms. Dearfield informed the Board that it was a clean audit and that the ADD staff members were cooperative throughout the process. Judge Clark moved to approve the Fiscal Year 2025 audit. Judge Gazay seconded. Motion carried.

6. KENTUCKY INTERGOVERNMENTAL REVIEW PROCESS (KIRP) REPORT

A document was provided to the Board. Mr. Joshua Farrow presented and detailed the projects included in the KIRP report. The document included: (1) Cave Run Water Commission – Funding is requested to complete the rehabilitation of an existing 300,000-gallon elevated water storage tank. The project includes draining the tank, pressure washing the interior and exterior, sandblasting the interior, power tool cleaning the exterior, and applying new coating systems to both the interior and exterior surfaces. The project also includes replacing the level indicator and repairing any broken grout around the base of the tank. The estimated project cost is $411,500.00.

7. 2025 COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY (CEDS) UPDATE

Mr. Benjamin Hamm presented highlights from the 2025 CEDS plan to the Board. Mr. Hamm explained the updates that were made as a result of the local CEDS meetings conducted in each county in the weeks preceding the Board of Directors' meeting. Chairman Botts noted that the Executive Committee reviewed and approved the plan update during the November 25, 2025, meeting, and the document was submitted to the Economic Development Administration (EDA) on December 1, 2025. He thanked the local officials and citizen members for participating in the county stakeholder meetings. Ms. Phyllis Lawson moved to approve the 2025 CEDS update with a second by Ms. Jacky Watson. Motion carried.

8. FISCAL YEAR 2026 WATER AND WASTEWATER PROJECT RANKINGS

The Fiscal Year 2026 Water and Wastewater Project Rankings were provided to the Board. Chairman Botts explained that pursuant to legislation and GADD's contract with the Kentucky Infrastructure Authority (KIA), each year, the Water Management Council ranks the region's priorities for water and wastewater infrastructure. Projects from each utility are selected for prioritization and go through a scoring process based on specific criteria. How each project scored on both a county and regional level is included on the ranking sheets. The rankings were approved by the Water Management Council during the December 12, 2025, Water Management Council Meeting. Mayor Hunt moved to approve the Fiscal Year 2026 Water and Wastewater Project Rankings. Judge Clark seconded. Motion carried.

9. CALENDAR YEAR 2026 BOARD OFFICERS/EXECUTIVE COMMITTEE APPOINTMENTS

A listing of the Calendar Year 2026 Board Officers/Executive Committee Appointments was provided to the Board. The listing is as follows:

Chairman:	Judge Jim Gazay (Morgan County Fiscal Court)
1st Vice Chairwoman:	Mayor Laura White-Brown (City of Morehead/Rowan County)
2nd Vice Chairman:	Judge Forrest McKenzie (Bath County Fiscal Court)
Secretary:	Mayor Stacy Smallwood (City of Frenchburg/Menifee County)
Treasurer:	Judge Chris Haddix (Montgomery County Fiscal Court)
Immediate Past Chairman:	Mayor Al Botts (City of Mount Sterling/Montgomery County)

A motion to accept the Calendar Year 2026 Board Officers/Executive Committee Appointments was made by Ms. Watson, and Judge McKenzie seconded. Motion carried.

10. REGIONAL TRANSPORTATION COMMITTEE OFFICERS APPOINTMENTS

A proposed list of officer appointments for the Regional Transportation Committee was presented to the Board. Chairman Botts reported that the Chairperson position is currently vacant following the resignation of former Menifee County Judge-Executive Rick Stiltner. Chairman Botts recommended that he be elevated from Vice-Chair to Chairperson, and that Menifee County Judge-Executive Hector Alcala be appointed Vice-Chair. Chairman Botts noted that these appointments would serve the remainder of the current term, which expires December 31, 2026. Ms. Lawson moved to approve the appointments, with a second by Judge Haddix. Motion carried.

11. AGING & INDEPENDENT LIVING DEPARTMENT AND SENIOR CENTERS DIVISION OPERATIONS

A document was provided to the Board. Chairman Botts noted that during the Executive Committee Meeting earlier in the day, the Committee was briefed on Aging Department and Senior Center Operations. The Homecare and IIIB In-Home Services programs are still projected to finish out the year in the red. Level One Screenings for current home delivered meal participants are ongoing, with 36 clients remaining to receive an initial call to complete the screening.

12. WEBSITE DEMO

Mr. Farrow provided the Board with a demonstration of GADD's new website, which is projected to launch in January 2026. He explained that while the new website contains the same core content as the current site, it has been redesigned to offer a more modern, intuitive, and user-friendly experience for the public and stakeholders. Mr. Farrow highlighted several enhanced features, including a searchable document library that will allow users to quickly and easily locate forms, reports, and other uploaded materials. He noted that the improved navigation and search functionality are intended to increase accessibility, streamline information retrieval, and improve overall usability.

13. EXECUTIVE DIRECTOR REPORT

A document was provided to the Board. Mr. Farrow updated the Board on the following items.

Area Development Fund (ADF) Report – A document was provided to the Board. No changes have been made.

Revolving Loan Fund (RLF) Report – A document was provided to the Board. Mr. Farrow informed the Board that GADD has 19 active loans with an outstanding balance of $1,799,418.44. There is currently $309,325.94 available to lend in the RLF.

Personnel Update – Mr. Farrow outlined the various personnel changes that occurred, which are all outlined in the Executive Director report. Ms. Brandi Jones was hired as the Career Center Counselor – Ashland, effective November 3, 2025. Ms. Madison Turner was hired as a Waiver Service Advisor, effective November 4, 2025. Ms. Meredith Fruth's employment (Waiver Finance Assistant) was extended through January 31, 2026.

Ms. Rebecca Combs, In-Home Services Administrator, resigned effective November 12. 2025. Ms. Dea Robinson, Montgomery County Senior Center Assistant, resigned effective December 31, 2025.

Vacancies – GADD is currently seeking a Career Center Counselor – Morehead, a Business Services Coordinator – Maysville, a Waiver Service Advisor, an Infrastructure Development Planner or Principal/Senior Regional Planner, a Montgomery County Senior Center Assistant, and a GIS Specialist (to assist with the Division of Water contract – temporary).

Gateway Regional Workforce Training and Learning Center Update – The Fiscal Year 2025 Appalachian Regional Commissioner (ARC) grant application to construct the Gateway Regional Workforce Training and Learning Center was not recommended for approval.

Community Partnership Award – The City of Morehead, Frontier Housing, and GADD received the Morehead-Rowan County Chamber of Commerce 2025 Community Partnership of the Year award on November 11, 2025.

GADD Employee Contact Information Document – The contact sheet was provided to the Board.

Joanie Bernard Foundation Grant Report – A document was provided to the Board.

Operations & Maintenance – Mr. Farrow reported that repairs to the lower level of the GADD main office, including drywall, tile work, and sump pump installation, have been completed. He further noted that GADD will subdivide

the existing lower-level office space through the construction of new interior walls to better accommodate operational needs. Mr. Farrow also provided an update on the Menifee County Senior Center Community Development Block Grant (CDBG) project, stating that the project is nearing completion. Recent work includes the pouring of a concrete pad beneath the canopy on the southeast end of the building and the installation of electronic access at the Regional Kitchen and staff entrance. Finally, Mr. Farrow noted that GADD offices would be closed from Wednesday, December 24, 2025, through Friday, December 26, 2025, in observance of the Christmas holiday.

Rowan County Senior Center – Mr. Farrow noted that the flooring installation is underway, casework is being installed, and the base layer of pavement has been laid. The target opening date is February 2026.

Barren River ADD – Mr. Farrow stated that Barren River ADD visited the Gateway region on November 20, 2025, and November 21, 2025, to observe and discuss Senior Centers Division operations.

14. ORGANIZATIONAL IMPACT REPORTS

a. Aging & Independent Living Department – A document was provided to the Board. Mr. Jason Boggs outlined the document and gave updates regarding GADD's Aging Department.
b. Senior Centers Division – A document was provided to the Board. Ms. Emily Jordan outlined the document and gave updates regarding GADD's Senior Centers Division.
c. Planning Department – A document was provided to the Board. Ms. Jocelyn Gross outlined the document and gave updates regarding GADD's Planning Department.
d. Workforce Department – A document was provided to the Board. Ms. Kendra Holbrook and Ms. Brittany Layne outlined the document and gave updates regarding GADD's Workforce Department.

15. UPDATES AND ANNOUNCEMENTS

Updates and announcements were provided by federal, state, and local partners in attendance.

16. OTHER BUSINESS

Chairman Botts stated that during the months of November and December, there was one (1) employee reaching a milestone work anniversary: Madison Whitt (three years). Additionally, Chairman Botts recognized the newest CDBG-certified GADD employees: Benjamin Birchfield, Kristen Royse, and Brady Lawson.

Mayor Hunt presented outgoing Chairman Botts with a ceremonial gavel in recognition of his 18 months of service in the position.

17. UPCOMING BOARD OF DIRECTORS' MEETING

Chairman Botts announced that the next Board of Directors' Meeting would take place on February 24, 2026, at 10:30 AM, at the ADD office.

18. ADJOURNMENT

With no further business to discuss, Chairman Botts asked for a motion to adjourn. Judge Clark motioned, and Mayor Hunt seconded. Motion carried.

APPROVED:

Judge Jim Gazay, Chairman

02/24/2026
Date

Mayor Stacy Smallwood, Secretary

02/24/2026
Date